

Labeling and Packing Information

Argonne National Laboratory Employee Responsibilities

Move Date – September 25, 2009

To facilitate the move, the mover will provide packing materials and colored moving labels. Individual destination moving numbers have been assigned for all offices, workstations and work areas to ensure that all items will be delivered to the proper locations within the new facility. **Please follow the steps below to assist with the move process:**

- Dispose, shred, pack or archive **ALL** contents in your current space.
- It is your responsibility to make sure your area is completely packed and ready for the move before you leave the office for the last time.
- Breakable items and/or items of personal value should be taken home before move weekend.
- There will be two sets of movers... one set to bring our items to 240 and another to take the items up to our offices/locations.
- Building 900 Keys... Individual office keys should be left in the office's key hole. Those of you who maintain multiple keys should put the keys in an envelope, label the envelope with your name, and give it to the 900 receptionist.
- *Card key access will be terminated at COB on Friday 9/25. Anyone who has a separate cardkey (other than their badge), should turn it in to Tracy Rager or Dee Levenson prior to leaving the building on their last day.*

Crates vs. Cardboard

- Crates will be delivered to the building 900 library space and will be available to pack until noon September 25, and unpack from September 28th- October 2nd, you should use the plastic crates to pack your items. If these dates do not work for your schedule, please see Sue Benson to provide cardboard boxes.
- Crates should be stacked four (4) high on a dolly.
- Label crates on the "short side" of the crate/box (the side that does NOT say Rentacrates).
- *Crates will be delivered on 9/16/09 and must be packed by Noon, 9/25/09.*
- There will be 12 crates per person.
- *The crates are 24" long x 15" wide x 12" high.*
- Crates will be located in the old building 900 library space.
- We cannot unpack items until after September 26. Do not come to building 240 on 9/26.

Pre-Packed Boxes

- If you have boxes that are already packed (paper boxes, etc) you do **not** need to unpack these boxes into the crates.

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- Label pre-packed boxes on the “short side” of the box (the side with the handle).
- All pre-packed boxes must be labeled by Noon, Friday, September 25, 2009.

Furniture

- All furniture pieces that are moving must be emptied and have a mover label.
 - Tape drawers of furniture shut.
 - Please make sure all excess furniture is labeled. The movers will be moving these pieces to excess storage.
 - Bookshelves over 6' will be unbolted from the wall by the movers, however after the pieces are in 240 they have to be re-bolted. The building engineer will need to do this after we are in 240. You are not to load shelves in these bookshelves until after they are re-bolted in 240.
 - Vertical cabinets that are moving must be labeled and can stay loaded.
 - Lateral cabinets that are moving must be labeled and contents emptied, except for the bottom 2 drawers.
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Labeling

- Each floor in the new building has been assigned a label color in order to expedite the move process.
 - 5th Floor – Yellow
 - 6th Floor - Black
 - 7th Floor – Brown
- Please clearly print your new workspace number on a blank mover label. If you need additional mover labels, please contact Sue Benson. Sue Benson will be getting a supply of pre-printed labels as well.
- Affix one mover label to every item to be moved to your new location.
- Any item that does not contain a mover label will not be relocated.
- Sometimes labels do fall off. In order to assist us if this should happen, please place a sheet of paper with your name and new location number on the top of each crate, before you close the crate. If a label falls off, we can then open the crate and easily identify who the crate belongs to.

What to Pack in Crates

What NOT to Pack in Crates

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| <ul style="list-style-type: none"> • Desk Contents • Desk Supplies (i.e. stapler, tape, paper clips file folders, etc.) • File Drawer Contents • Bookshelf contents | <ul style="list-style-type: none"> • Telephone (not moving) • Computer Components (keyboard, mouse, speakers) • Pre-Packed Boxes |
|---|---|
| What to Label | What NOT to Label |
| <ul style="list-style-type: none"> • Crates/Boxes (handle side) • Pre-Packed Boxes • CPU • Monitor • Computer Components (keyboard, mouse, speakers) • Surge protectors • Office Furniture • Chair Mats • Garbage Cans (Please empty) • Recycle Bins (Please empty) • Corkboards/Whiteboards (Offices/Conference Rooms Only) | <ul style="list-style-type: none"> • Network or Personal Printers or Fax Machines (IT will label) • Copiers (IT will label) • Telephones |

The following items will NOT be allowed in the new building:

- Microwaves/toaster ovens
- Space Heaters
- Even though each Oasis will have a refrigerator, we will be allowed to take portable refrigerators along. Since we don't want to take more than we need, after we are in 240, we can determine where refrigerators will be located based on office locations.